**Task ID**

TK- “Giver Dept.Code”-”Assignee Dept.Code”-R.X (X=Request number)  
(e.g “TK-EPS-TT&C-R.01”)

**File Name:**   
From “Giver Dept. Code” to “Assignee Dept. Code” – Deadline data (set a deadline) – Task Objective  
(e.g “From EPS to TT&C – 01.05.2025 – Activation Time of S-Band”)

**Request from:** Department Name – Full Name of the Author

**Deadline:**  
DD/MM/YYYY  
For example: 10/02/2025

1. **Task Description:** Here, provide a detailed description of the request's context and objectives, including all potentially useful information.
2. **Expected Outcome:** Here, specify the required characteristics of the output, such as measurement units, format, inclusion of graphs and tables, whether all calculation steps should be shown, and whether multiple files or a single parameter should be provided, etc.
3. **Additional Notes:** Other important information that does not fall under point 1.

*Full Name of the Author*

*Role - Department*

*IGNIS*

For Team Leader, Project Manager, System Engineers and Heads only:  
  
**Review/Approval:**  
Full Name – Team Leader/Project Manager/System Engineer/Head

**Review/Approval Date:**DD/MM/YYYY

**Assigned to:**  
Name of the Department

**Assigned on:**  
DD/MM/YYYY

*Full Name of who reviewed*   
*Team Leader/Project Manager/System Engineer/Head*  
*IGNIS*